



# **Judicial Council of California**

## **Administrative Office of the Courts**

**Trial Court Financial Policies and Procedures**

Procedure No.  
Page

**FIN 7.04**  
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# **COURT SECURITY**

**POLICY NUMBER: AOC FIN 7.04**

**Original Release**

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Originator:

**Administrative Office of the Courts**

Effective Date:

July 1, 2005

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# Court Security

## 1.0 Purpose

The purpose of this policy is to define the security component of court operations that will standardize budgeting, billing, accounting practices, and Comprehensive Court Security and Law Enforcement Security Plans, and identify allowable law enforcement security costs.

## 2.0 Policy Statement

Appropriate law enforcement services are essential to trial court operations and public safety. Accordingly, the trial court shall enter into a memorandum of understanding with the sheriff regarding court security that specifies the agreed-upon level of security services to be provided, their associated costs, and terms of payment. The trial court shall also prepare and implement a security plan that complies with the Superior Court Law Enforcement Act of 2002.<sup>1</sup>

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<sup>1</sup> SB 1396 (Dunn, 2001-2002 legislative session), codified in Government Code 69920 - 69927.

## 4.0 Application

This policy applies to all trial court officials and employees, who are involved in developing and implementing the court security plan.

## 5.0 Definitions

The terms defined below apply to this policy and are for the express purpose of interpreting this policy.

1. **Comprehensive Court Security Plan.** The plan provided by the court to the AOC that addresses a Law Enforcement Security Plan and all other court security matters.
2. **Contract Law Enforcement Template.** A document that accounts for and further defines allowable costs related to law enforcement trial court security services.
3. **Court Attendant.** An unarmed, non-law enforcement court employee who performs those functions specified by the court, except those functions that may only be performed by armed and sworn personnel. The court attendant is not a peace officer or public safety officer.
4. **Department of Finance (DOF).** The State Executive Branch department that serves as the Governor's chief fiscal policy advisor and assists in preparing the annual Governor's Budget and administering the Final Budget Act.
5. **Law Enforcement Security Plan.** A plan that is provided by a sheriff that includes policies and procedures for providing public safety and law enforcement services to the court.
6. **Memorandum of Understanding (MOU).** A written statement that outlines the terms of an agreement or transaction between the trial court and another government entity.
7. **Rule 810.** California Rule of Court that defines the division of responsibility between the state and county for funding the trial courts.

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Rule 810 includes a listing of the types of costs that the county is allowed to charge the court as well as a list of unallowable costs.

8. **Superior Court Law Enforcement Functions.** Security services provided by the sheriff to the trial court including all of the following:
  - a. Bailiff functions as defined in Penal Code §830.1 and 830.6, in criminal and noncriminal actions including, but not limited to, attending courts.
  - b. Taking charge of a jury as provided in Code of Civil Procedure §613 and 614.
  - c. Patrolling hallways and other areas within court facilities.
  - d. Overseeing prisoners in holding cells within court facilities.
  - e. Escorting prisoners in holding cells within court facilities.
  - f. Providing security screening within court facilities.
  - g. Providing enhanced security for bench officers and court personnel as agreed upon by the court and the sheriff.

## 6.0 Text

1. The Government Code<sup>2</sup> authorizes the presiding judge to contract with the sheriff, subject to available funding, for the level of law enforcement services that are necessary for the court. Beginning July 1, 2003 and thereafter, the presiding judge and the sheriff are required to develop a Comprehensive Court Security Plan to be utilized by the court. The procedures in this section will change due to the State Appropriations Limit (SAL) funding process and working group recommendations. The procedures related to this new process will be issued in a Finance Memo and published in a subsequent edition of the Trial Court Financial Policies and Procedures Manual.

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<sup>2</sup> Government Code §69921 through §69925.

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### Court Security Document Timeline

PROCESS	TIMING	Responsible Party	ACTIONS
JUDICIAL COUNCIL (JC)	TBD	Judicial Council	Establish subject areas of the CCSP Establish process to review CCSP and put in Rules of Court Specify most efficient practices for providing court security services
	Jan	PJ's/CEO's	Meet to develop budget priority recommendations for Judicial Council
	Feb	Judicial Council	Adopts budget priorities and caps
LAW ENFORCEMENT SECURITY PLAN (LESP)	ASAP	Sheriff/Marshall	Policy and procedures for providing public safety and law enforcement services to the court.  The LESP should also include the unique security issues of the court.  Prepared by the sheriff or marshal at his or her cost.
CONTRACT LAW ENFORCEMENT TEMPLATE (CLET)	Each year on April 30	Sheriff/Marshall	Prepared each year on or before this date by the sheriff or marshal  Includes court security cost information to be used to develop budget requests for the fiscal year beginning fourteen months from April 30.  Mutually agreed to by the trial court and the sheriff
BUDGET CHANGE REQUEST (BCR)	Feb - March	AOC Finance	Prepares and distributes Budget Development Packages (BDP's) to courts
	April - May	Courts	Submitted by the court to the AOC Finance Division. Contains all of the agreed upon security cost increases identified in the CLET.
	June	AOC/Courts	Review by AOC and budget work teams.
COMPREHENSIVE COURT SECURITY PLAN (CCSP)	On and after July 1, 2003	Court/Sheriff	Developed by the presiding judge in conjunction with the sheriff.  Must include the LESP developed by the sheriff or marshal.  Must comply with Senate Bill 1396  All agreements for law enforcement services are subject to available funding.
MEMORANDUM OF UNDERSTANDING (MOU)	July 1	Court/Sheriff	Must be in place by July 1 of the contract period.  Annual or multi-year agreement between court and sheriff  Minimum requirements include: - level of court law enforcement security services to be provided by the sheriff - cost of services to the trial court - terms of payment
	August 1	Court/Sheriff	If no agreement, court or sheriff may request a 45-day extension of negotiations. Negotiations shall include the assistance of a mediator. Previous MOU shall remain in place.
JUDICIAL COUNCIL (JC)	ASAP	Judicial Council	Review and approve the CCSP.
	August	Judicial Council	AOC Finance Division submits BCR's to JC for approval of proposed security cost increases that meet the current standards set forth for the submittals.
	September	AOC Finance	Approved BCR's submitted to Dept. of Finance.
BUDGET	Sept - Jan	Dept. of Finance	Review/analysis of branch requests and develops Budget Plan for the Governor
	January	Governor	Introduces proposed budget
	Jan - May	Leg. Analyst Office	Analyzes budget, legislative hearings and AOC Finance work with DOF to clarify/develop requests
	June	Legislature	Legislature sends budget to Governor
	July	Governor	Budget is signed

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2. The sheriff or marshal is responsible for developing a Law Enforcement Security Plan that is to be included in the Comprehensive Court Security Plan.
3. The Judicial Council is to establish the subject areas that are addressed in the plan and specify the most efficient practices for providing court security services. The Judicial Council is also responsible for establishing a process to review Comprehensive Court Security Plans, which shall be incorporated in the California Rules of Court.

### **6.1 Comprehensive Court Security Plan**

1. On and after July 1, 2003, the trial court is required to develop and implement a Comprehensive Court Security Plan. The plan shall be developed in conjunction with the sheriff.
2. The areas addressed by the Comprehensive Court Security Plan shall comply with Senate Bill 1396 and must be reviewed and approved by the Judicial Council. The sheriff and presiding judge shall mutually agree on the court security plan adopted.
3. The Judicial Council will specify the most efficient practices for providing court security as a means of assisting the trial courts in preparing their security plans and obtaining the best value for their security expenditures.

### **6.2 Law Enforcement Security Plan**

The trial court's Comprehensive Court Security Plan shall include a Law Enforcement Security Plan that is prepared by the sheriff or marshal at his or her department's expense. The Law Enforcement Security Plan must include the policies and procedures that ensure adequate security for public safety and law enforcement services to the court.

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### **6.3 Judicial Council Review**

The trial court shall submit its Comprehensive Court Security Plan to the Judicial Council for review and approval according to the process established in the forthcoming California Rule of Court.

### **6.4 Replacement of Rule of Court 810 Function 8**

1. The Superior Court Law Enforcement Act of 2002 modifies Function 8 of California Rule of Court 810 with the intent of defining the court security function of court operations that leads to:
  - a. Standardized billing and accounting practices for court security.
  - b. Standardized court security plans.
  - c. The identification of allowable law enforcement security costs that counties may charge to the courts.
2. The allowable and unallowable costs listed in Function 8 of Rule 810 are replaced by the costs that are listed in sections 6.5 and 6.6 below, and discussed in the Contract Law Enforcement Template that is provided at the end of this procedure.

### **6.5 Allowable Costs**

1. The types of costs listed below are allowable for trial courts to pay counties for law enforcement and public safety services as defined in the Superior Court Law Enforcement Act of 2002.<sup>3</sup> The court is responsible only for allowable cost categories that were billed before the enactment of the Superior Court Law Enforcement Act of 2002. The sheriff may not bill the court for any new allowable cost categories listed herein until the court has agreed to the new cost and new funding has been allocated for this purpose.

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<sup>3</sup> Government Code §69927 (a)(2) through (a)(5) define allowable costs.

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### 6.5.1 Sheriff's Services

1. **Perimeter Security Costs.** When mutually agreed by the court, county, and sheriff, the cost of perimeter security in any building that the court shares with any county agency (excluding the sheriff's department) shall be prorated based on the total noncommon square footage occupied by the court and other county agencies.
2. **Law Enforcement Security Personnel Services.** The actual salaries and employer-provided benefits of sheriff's personnel engaging in court law enforcement functions including: appropriate supervising and line personnel, deputies, contractual law enforcement services, prisoner escorts within the courts (excluding time spent in the transportation of prisoners or detainees to and from court), and weapons screening personnel. Actual salaries and benefits of individuals currently providing trial court law enforcement functions may include, but are not limited to:
  - a. County health and welfare premium costs
  - b. County incentive payments
  - c. Employer deferred compensation plan costs
  - d. Employer's share of applicable FICA and Medicare taxes
  - e. General liability premium costs
  - f. Leave balance payout commensurate with an employee's time in court security services as a proportion of total service credit earned after January 1, 1998 (The sheriff is responsible for maintaining leave balance records for sheriffs' employees assigned to the trial court).
  - g. Premium pay (i.e., bilingual pay, training officer pay)
  - h. Employer retirement plan contributions
  - i. Employer state disability insurance premium costs
  - j. Employer unemployment insurance premium costs



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- k. Worker's compensation paid to an employee in lieu of salary as specified in Labor Code Section 4850
  - l. Worker's compensation premiums
  - m. Court required training
  - n. Supervisor approved overtime
- 3. **Equipment, Services and Supplies.** The following items are allowable:
  - a. The purchase and maintenance of security screening equipment
  - b. The cost of this equipment is to be reported in this section and not in any other section of the Contract Law Enforcement Security Template even if covered by a salary allowance:
    - i. Ammunition
    - ii. Baton
    - iii. Bulletproof vest
    - iv. Handcuffs
    - v. Holster
    - vi. Leather gear
    - vii. Chemical spray and holder
    - viii. Radio
    - ix. Radio chargers and holders
    - x. Uniform
    - xi. One primary duty sidearm
- 4. **Vehicle Use for Court Security Needs.** The per mile recovery cost for actual miles incurred by vehicles driven by allowable personnel while rendering court law enforcement services, excluding the transportation of prisoners or detainees to and from court, are allowable. The standard mileage rate in effect for judicial officers at the time of contract development shall apply (AOC to provide as rates change).
- 5. **Professional Support Staff for Court Security Operations.** The actual salaries, employer provided benefits, and overtime of sheriff

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provided staff performing support functions for court law enforcement services include, at a minimum, payroll, human resources, information systems, accounting, or budgeting. Costs for professional support staff shall be billed at actual costs incurred on the courts behalf not to exceed the following maximum amounts:

- a. **Courts with total allowable law enforcement security personnel services costs of less than \$10 million per year** - Six percent of the total allowable costs for sheriff-provided court security personnel services.
- b. **Courts with total allowable law enforcement security personnel services costs of more than \$10 million per year** - Four percent of the total allowable costs for sheriff-provided court security personnel services.
- c. **Additional costs for support services** related to court-mandated special project support beyond the limits stated above must be negotiated and agreed upon by the court and the sheriff.

### **6.5.2 Marshal's Services**

Marshals are armed peace officers employed by the court and are authorized to perform all court law enforcement functions. Marshal costs are law enforcement security costs that include actual salaries, benefits and other costs. These costs are included in the Law Enforcement Security Plan prepared by the marshal and submitted to the court.

### **6.5.3 Court Attendants**

Court attendant costs are allowable for court security services and are included in the Comprehensive Court Security Plan.

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#### **6.5.4 Court-Contracted Security**

Court-contracted security services are actual costs associated with externally contracted security services. These costs are included in the plan of the entity that contracted for the services.

#### **6.6 Unallowable Costs**

The types of allowable law enforcement security costs under the Superior Court Law Enforcement Act of 2002 are listed in section 6.5 above. Examples of security costs that are unallowable are included in the attached Contract Law Enforcement Template (Exhibit 1, Sec. II).

#### **6.7 Contract Law Enforcement Template**

1. The Contract Law Enforcement Template is a document that defines and accounts for allowable court security costs as described in Government Code §69927(a)(2) to (a)(6). The template replaces the definition of allowable and unallowable law enforcement costs in Function 8 of Rule of Court 810.
2. The sheriff or marshal is required to provide the court security cost information as delineated in the Contract Law Enforcement Template to the trial court by April 30 of each year. The cost information will be used to develop budget requests for the fiscal year beginning fourteen months from April 30.
3. The cost information provided by the sheriff must specify the nature, extent, and basis of the costs that are submitted. The sheriff's submittal shall include any negotiated or projected salary increases (See Note below.) for court law enforcement services that are proposed for inclusion in the court security program budget for the following state budget year (14 months from April 30).

Note: The statute specifically states that the AOC shall use the actual salary and benefit costs approved for court law enforcement

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personnel as of June 30 in determining the funding request that will be presented to the Department of Finance (for the fiscal year twelve months hence).

4. The trial court and the sheriff should discuss, understand, and come to mutual agreement on the budget as reflected in the Contract Law Enforcement Template and make modifications accordingly.
5. In June of each year, the court is required to submit to the AOC Finance Division a Budget Change Request (BCR) for all of the agreed-upon security cost increases identified in the Contract Law Enforcement Template.
6. In August of each year, the AOC Finance Division will submit to the Judicial Council those proposed security cost increases that meet the current standards set forth for such submittals.
7. If approved by the Judicial Council, the AOC Finance Division will submit the proposed security cost increases to the Department of Finance (DOF) for review in September of each year.
8. If approved by DOF and the Governor, the proposed security cost increases will be included in the Governor's Budget in January.
9. The increases in the Governor's Budget that pertain to the court security cost increases will then be reviewed by the State Legislature between April and June, or later if an agreement is not reached.
10. Once the State's Final Budget Act is chaptered, actual court-by-court security allocations shall be subject to the approval of the Judicial Council within the funding provided by the Legislature for all trial courts. Court security allocations shall be based on staffing standards and funding caps as recommended by the Working Group on Court Security and approved by the Judicial Council. Any court security costs paid by the court in a particular fiscal year must

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be within the court's security allocation approved by the Judicial Council.

11. If the sheriff's law enforcement security costs increase, the court is not obligated to pay, nor is it authorized to pay, the increased costs until additional funds can be requested and received through the budget process. The court and sheriff must renegotiate service levels within the MOU to remain within the total contract dollar levels specified in the MOU. Any court law enforcement security costs paid by the court in a particular year must be within the court's security allocation approved by the Judicial Council.

The court may consult the "Interim Alternatives in the Provision of Court Security Services in the Trial Courts" to assist in developing practices that allow the provision of efficient court security services within the funding constraints.

Notwithstanding the above, additional services deemed necessary by the court may be provided by the sheriff when funding is identified by the court and the MOU is amended.

12. If the court requests a decrease in service or costs, the sheriff is not obligated to absorb the cost of the request. The decrease must be mutually agreed upon and negotiated as an MOU amendment.
13. The Contract Law Enforcement Template is provided as an exhibit to this procedure.

## **6.8 Memorandum of Understanding**

1. The trial court shall enter into an annual or multiyear memorandum of understanding (MOU) with the sheriff regarding court law enforcement security services. At a minimum, the MOU shall specify the level of security services to be provided by the sheriff, the cost of those services to the trial court, and the terms of payment. Examples

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of specific items that should be covered in the MOU include, but are not limited to:

- a. Identification of the type and level of law enforcement security services to be provided.
  - b. Number of personnel and classifications required (Direct and Support personnel).
  - c. Description of basis for overtime, premium pay, holiday and other pays.
  - d. Terms of payment identifying when and how payments will be made.
  - e. A total “not to exceed” compensation amount for provision of services.
2. In years when the law enforcement security services MOU is scheduled to expire at the end of the fiscal year, negotiations for a new MOU should be as early as necessary to ensure that an agreement is in place by July 1.
  3. If the court and sheriff are unable to enter into an MOU by August 1 of any fiscal year, either the court or sheriff may request a 45-day extension of negotiations that shall include the assistance of a mediator. The previous MOU shall remain in effect during the extended negotiation period. The Administrative Director of the Courts and the president of the California State Sheriffs’ Association shall mutually agree on the mediator who is assigned to assist the court and sheriff in resolving the MOU negotiations.
  4. Refer to Procedure No. FIN 7.02, *Memorandums of Understanding*, for a discussion of issues that should be considered in the development, execution, and management of any MOU.

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## 6.9 Court Security Administration

1. Sheriff's invoices for trial court law enforcement security services shall only include allowable costs delineated herein. Furthermore:
  - (1) salary and benefit costs will be billed at the actual cost for each sheriff-provided staff member on court assignment at time of service;
  - (2) equipment, services and supplies (S&S) costs will be billed at actual costs incurred on court assignment;
  - (3) costs billed will be based on the requirements defined in the trial court security MOU; and
  - (4) the sheriff's invoices will include a sufficient level of detail and provide documentation as shown in the attached example (Exhibit 2, Contract Enforcement Template - Billing).
  
2. Trial court personnel shall review the sheriff's invoices as described in Procedure No. FIN 8.01, Vendor Invoice Processing and approve costs that are in accordance with the MOU and the guidelines provided in this procedure. Invoices, associate documentation, and payment records shall be available and subject to audit by the Judicial Council.
  
3. The trial court and court law enforcement security providers shall manage their resources to minimize the use of overtime.<sup>4</sup>

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<sup>4</sup> Government Code §69927 (a)(5)(B).

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## 7.0 Associated Documents

The Superior Court Law Enforcement Act of 2002 - SB 1396 (Dunn, 2001-2002 legislative session), codified in Title 8, Chapter 5, Article 8.5 of the Government Code.

Contract Law Enforcement Template  
Interim Alternatives in the Provision of Court Security Services in the Trial Courts



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**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

**GENERAL INSTRUCTIONS**

Complete the contact information section. This should be the person that completed the form for the court who will be responsible for answering or obtaining answers for any questions that AOC staff may have.

Please read the Security NSIs and Benefits Definitions and Column Descriptions (located in a separate Word document) to assist you in completing these forms.

Do not include any increases/changes that have previously been provided to the AOC and incorporated into a BCP or Finance Letter. Do not include any increases/changes that occurred prior to July 1, 2003.

There are three separate worksheets for the FY 2002-03, 2003-04, and 2004-05. The court only needs to fill out those worksheets for the year(s) in which they have increases/changes. A sample is included to assist you in filling out the worksheets (see tabs labeled "Sample Form" and "Sample Explain").

Begin by filling in the FTEs (full time equivalent), salary, and benefits, for each security category/ classification for which the court currently pays (see SB 1396 (Chapter 1010, Statutes of 2002)). Current FTEs, salary, and benefits for supervisors and professional support staff should only be at the level at which they currently provide service, except if a supervisory position spends less than 25% of his/her time on court security activities. In that situation, the position should not be included.

Similarly, only include increases/changes for those security personnel for which the court is currently paying. For example, if the court has never paid for supervision by a lieutenant, even though a lieutenant may be providing supervision, do not include the position or increases on the form. On the other hand, if a court has been paying for the services of a sheriff support position to provide accounting services for sheriff services in the court, the court should include any appropriate increases/changes for these positions, at the percentage of time that they spend on court activities. If a lieutenant that the court has been paying for spends 30% of his/her time on court related duties, only 30% of any increases/change should be paid for by the court.

If a court uses security services on an hourly basis, estimate the annual number of hours spent on court security, and relate this to a full time position. 1,778 hours is considered to be full time.

If there is an existing contract or MOU with an increase/change, include those amounts on the "existing contract" line (row) and send a copy of the MOU or board of supervisors resolution that documents the increase. If there isn't a signed MOU, but the court strongly anticipates an increase, this should be included on the "projected changes" line or row. As soon as an MOU has been signed, or an agreement formally reached, AOC Finance staff must be notified.

If there is more than one increase per year for a classification, fill out the row currently on the table and then insert a row below it. Please check the totals at the bottom of the document to make sure that they adjusted appropriately to accommodate the new row.

Unlike previous years, where an increase occurs partway through the year (e.g., 9/1/03 or 1/1/04) the court is to separate the amount of the increase between the fiscal year in which the increase occurs and the following year. This information goes on the same worksheet. For example, if there is an increase on 1/1/04, the impact of the NSI increase/change for FY 2003-04 goes in the "NSI" column of the FY 2003-04 worksheet. The second half of the funding needed to annualize the amount for a complete year goes in the FY 2004-05 Annualized Funding section in the "Annualized NSI Costs" column. The same pertains to salary driven benefits and any other benefits.

If a court does not have security positions that are regularly assigned to specific activities (such as courtroom or perimeter), they should indicate these positions in the Other (not permanently assigned) lines or rows under Line Personnel. The preference is always to use the more specific classification/category.

If there is an increase/change in retirement or non-salary driven benefits, the cost and date of the increase/change should be put in the appropriate column for the fiscal year in which the increase/change occurs and then an explanation of the reason for the increase/change is to be provided in the "Explain" worksheet, including date of change, cost and reason for increase/change. A list of allowable benefits is included in the tab labeled "Allow Benefits."

**If you have any questions, contact Vicki Muzny, Supervising Budget Analyst, at 415-865-7553 or [vicki.muzny@jud.ca.gov](mailto:vicki.muzny@jud.ca.gov).**

**FY 2002-03 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2002-03			FY 2002-03 Increases (existing contract and projected changes)								FY 2003-04 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain)**	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 02-03)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant															
Existing Contract															
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs															
Existing Contract															
Projected Changes															
Internal-Perimeter Security/Escort															
Existing Contract															
Projected Changes															
Weapons Screening-Non-Contract															
Existing Contract															
Projected Changes															
Contracted Security Services															
Existing Contract															
Projected Changes															

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**FY 2002-03 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2002-03			FY 2002-03 Increases (existing contract and projected changes)								FY 2003-04 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff															
Existing Contract															
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
<b>Total Existing Contract</b>															
<b>Total Projected Changes</b>															
<b>Total Increases</b>															

\* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

\*\* Include explanation for increase in "Explain" worksheet.

**Do not enter information in gray colored cells.**

**FY 2003-04 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2003-04			FY 2003-04 Increases (existing contract and projected changes)								FY 2004-05 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 03-04)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant															
Existing Contract															
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs															
Existing Contract															
Projected Changes															
Internal-Perimeter															
Security/Escort															
Existing Contract															
Projected Changes															
Weapons Screening-Non-Contract															
Existing Contract															
Projected Changes															
Contracted Security Services															
Existing Contract															
Projected Changes															
Other (not permanently															

**FY 2003-04 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2003-04			FY 2003-04 Increases (existing contract and projected changes)								FY 2004-05 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain)**	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff															
Existing Contract															
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
<b>Total Existing Contract</b>															
<b>Total Projected Changes</b>															
<b>Total Increases</b>															

\* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

\*\* Include explanation for increase in "Explain" worksheet.

**Do not enter information in gray colored cells.**

**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 04-05)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant															
Existing Contract															
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs															
Existing Contract															
Projected Changes															
Internal-Perimeter															
Security/Escort															
Existing Contract															
Projected Changes															
Weapons Screening-Non-Contract															
Existing Contract															
Projected Changes															
Contracted Security Services															
Existing Contract															

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**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Projected Changes															
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff															
Existing Contract															
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
<b>Total Existing Contract</b>															
<b>Total Projected Changes</b>															
<b>Total Increases</b>															

\* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

\*\* Include explanation for increase in "Explain" worksheet.

**Do not enter information in gray colored cells.**

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**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Describe below the reasons for the changes in retirement and other benefits. An example of an increase in retirement is: plan change from 2% at 55 to 3% at 50 for all security personnel. An example of an other benefits increase is: increase in workers' compensation from 3.5% to 5% for line personnel. If the increases are different for different classification, please describe for each. Please include all changes for which you are requesting funding, and include the effective date of the increase/change.

Retirement:

Other Benefits:



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## **SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Allowable Benefits for Law Enforcement Security Personnel Services  
Actual benefits of individuals currently providing superior court law enforcement functions may include, but are not limited to:

- a. County health and welfare premium costs
- b. County incentive payments
- c. Employer deferred compensation plan costs
- d. Employer's share of applicable FICA and Medicare taxes
- e. General liability premium costs
- f. Leave balance payout commensurate with an employee's time in court security services as a proportion of total service credit earned after January 1, 1998. (The sheriff is responsible for maintaining leave balance records for sheriffs' employees assigned to the trial court.)
- g. Premium pay (i.e., bilingual pay, training officer pay)
- h. Employer retirement plan contributions
- i. Employer state disability insurance premium costs
- j. Employer unemployment insurance premium costs
- k. Workers' compensation paid to an employee in lieu of salary as specified in Labor Code section 4850.
- l. Workers' compensation premiums
- m. Court required training (not POST training, i.e., mandatory 24 hours every 2 years)
- n. Supervisor approved overtime

Courts are only required to pay for the increased cost of benefits for security staff for those benefits which they are currently already paying and for those positions for which they are already paying, until additional funding is appropriated consistent with the provisions of SB 1396 (Chapter 1010, Statutes of 2002).

**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefits	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain)**	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
<i>Supervisory*</i>															
Captain (Beginning FY 04-05)															
Existing Contract															
Projected Changes															
Lieutenant															
Existing Contract															
Projected Changes															
Sergeant	4.00	300,000	25,000												
Existing Contract				4,500	344	3.0	1/1/2005	2,500	1/1/2005	2,000	1/1/2005	4,500	344	2,500	2,000
Projected Changes															
Other Titles															
Existing Contract															
Projected Changes															
<i>Line Personnel</i>															
Courtroom - Deputies/CSOs	30.00	1,650,000	550,000												
Existing Contract				49,500	3,787	3.0	7/1/2004	35,000	7/1/2004	20,000	7/1/2004				
Projected Changes															
Internal-Perimeter Security/Escort	4.00	220,000	73,333												
Existing Contract				6,600	505	3.0	7/1/2004	5,000	7/1/2004	4,000	7/1/2004				
Projected Changes															
Weapons Screening-Non-Contract	2.00	110,000	3,667												
Existing Contract				3,300	252	3.0	7/1/2004	4,000	7/1/2004	3,000	7/1/2004				
Projected Changes															
Contracted Security Services															
Existing Contract															

**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

<b>Court:</b>	<b>Contact Telephone No.:</b>
<b>Contact Name:</b>	<b>Contact E-Mail Address:</b>

Category/Classification	Beginning FY 2004-05			FY 2004-05 Increases (existing contract and projected changes)								FY 2005-06 Annualized Funding (exist. & proj.)			
	FTEs	Salary	Benefit s	NSI	Salary Driven Benefits due to NSI	% Increase	Effective Date of NSI Increase	Cost of Change in Retirement Rate or Program (Explain)**	Effective Date of Retirement Change	Cost of Other Benefits Increase (Explain) **	Effective Date of Other Benefits Increase	Annualized NSI Costs	Annualized Salary Driven Benefits Cost Due to NSI	Annualized Cost of Retirement	Annualized Cost of Other Benefits
Projected Changes															
Other (not permanently assigned)															
Existing Contract															
Projected Changes															
Professional Support Staff															
Payroll Processing Staff	0.25	15,000	5,000												
Existing Contract				450	34	3.0	7/1/2004	75	7/1/2004	50	7/1/2004				
Projected Changes															
Human Resources Staff															
Existing Contract															
Projected Changes															
Information Systems Staff															
Existing Contract															
Projected Changes															
Accounting Staff															
Existing Contract															
Projected Changes															
Budget Staff															
Existing Contract															
Projected Changes															
<b>Total Existing Contract</b>				<b>64,350</b>	<b>4,922</b>			<b>46,575</b>		<b>29,050</b>		<b>4,500</b>	<b>344</b>	<b>2,500</b>	<b>2,000</b>
<b>Total Projected Changes</b>				-	-			-		-		-	-	-	-
<b>Total Increases</b>				<b>64,350</b>	<b>4,922</b>			<b>46,575</b>		<b>29,050</b>		<b>4,500</b>	<b>344</b>	<b>2,500</b>	<b>2,000</b>

\* Must devote at least 25% of time to court-related security. FTE and costs are prorated to reflect only the portion of time spent on court-related security activities.

\*\* Include explanation for increase in "Explain" worksheet.

**Do not enter information in gray colored cells**

**FY 2004-05 Budget Change Request Package  
SECURITY NSIs, RETIREMENT, AND OTHER BENEFITS**

Describe below the reasons for the changes in retirement and other benefits. An example of an increase in retirement is: plan change from 2% at 55 to 3% at 50 for all security personnel. An example of another benefits increase is: increase in workers' compensation from 3.5% to 5% for line personnel. If the increases are different for different classification, please describe for each. Please include all changes for which you are requesting funding, and include the effective date of the increase/change.

**Retirement:**

1/1/05 Increase in retirement rate from 7.3% to 9.5% for sergeants.

7/1/04 Increase in retirement rate from 7.3% to 9.5% for line personnel.

SAMPLE

**Other Benefits:**

1/1/05 Increase from 3% to 6% in workers compensation for sergeants.

7/1/04 Increase from 3% to 6% in workers compensation for line personnel.

SAMPLE

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## CONTRACT LAW ENFORCEMENT TEMPLATE

*Attachment A -Contract Law Enforcement Template, Version 2 – Effective May 1, 2003*

<b>County:</b>		<b>FY</b>	<b>ENDED:</b>		
<b>DIRECT SECURITY:</b>					
<b>SECURITY PERSONNEL</b>					
<b><i>Supervision Personnel</i></b>	<b>FTE's</b>	<b>HOURS</b>	<b>SALARY</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Captain	0	0	0	0	0
Lieutenant	0	0	0	0	0
Sergeant	0	0	0	0	0
Other Titles	0	0	0	0	0
<b>Total Supervisors Direct Security: (AutoField)</b>	0	0	0	0	0
<b><i>Line Personnel</i></b>	<b>FTE's</b>	<b>HOURS</b>	<b>SALARY/ CONTRACT</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Deputies / Court Security Officers et al. Inside the courtroom	0	0	0	0	0
Deputies et al. / Perimeter Security / Escort	0	0	0	0	0
Weapons Screening Personnel	0	0	0	0	0
Contracted Security Services / Cost		0	0	0	0
Court Required Training		0	0	0	0
<b>Total Line Personnel Direct Security: (AutoField)</b>	0	0	0	0	0
<b>OVERTIME</b>					
<b><i>Supervision Personnel</i></b>		<b>HOURS</b>	<b>OVERTIME</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Captain		0	0	0	0
Lieutenant		0	0	0	0
Sergeant		0	0	0	0
Other Titles		0	0	0	0
<b>Total Supervisors Overtime: (AutoField)</b>		0	0	0	0
<b><i>Line Personnel</i></b>		<b>HOURS</b>	<b>OVERTIME</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Deputies / Court Security Officers et al. Inside the courtroom		0	0	0	0
Deputies et al. / Perimeter Security / Escort		0	0	0	0
Weapons Screening Personnel		0	0	0	0
Contracted Security Services		0	0	0	0
Court Required Training		0	0	0	0
<b>Total Line Personnel Overtime: (AutoField)</b>		0	0	0	0
<b>TOTAL HOURS AND COSTS SPENT ON OVERTIME (AutoField)</b>		0	0	0	0
<b>TOTAL DIRECT SECURITY PERSONNEL COSTS (AutoField)</b>			0	0	0

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\* Benefits refer to Section III, No. 2

<b>CONTRACT LAW ENFORCEMENT TEMPLATE</b> <b>Attachment A – Contract Law Enforcement Template, Version 2 – Effective May 1, 2003</b>					
<b>County</b>				<b>FY ENDED:</b>	<b>.</b>
<b>PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS</b>					
Hours/Cost of Staff Required Assistance In:					
		<b>HOURS</b>	<b>SALARY</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
Payroll Processing Staff		0	0	0	0
Human Resources Staff		0	0	0	0
Information Systems Staff		0	0	0	0
Accounting Staff		0	0	0	0
Budget Staff		0	0	0	0
Court-mandated special project support		0	0	0	0
<b>Total Professional Staff Costs (AutoField)</b>		0	0	0	0
		<b>HOURS</b>	<b>OVERTIME</b>	<b>BENEFITS*</b>	<b>TOTAL COSTS</b>
<b>OVERTIME</b>					
Payroll Processing Staff		0	0	0	0
Human Resources Staff		0	0	0	0
Information Systems Staff		0	0	0	0
Accounting Staff		0	0	0	0
Budget Staff		0	0	0	0
Court-mandated special project support		0	0	0	0
<b>Total Professional Staff Overtime Costs (AutoField)</b>		0	0	0	0
<b>SECURITY S&amp;S &amp; EQUIPMENT</b>					
Purchased This Year:			<b>COST</b>		
Ammunition			0		
Baton			0		
Bulletproof Vest			0		
Handcuffs			0		
Holster			0		
Leather Gear			0		
Chemical Spray & Holder			0		
Radio			0		
Radio Charger/Holder			0		
Uniforms			0		
One Primary Duty Sidearm			0		
<b>Purchase and Replacement of Safety Equipment: (AutoField)</b>			0		
<b>Purchase &amp; Maintenance for Security Screening Equipment</b>			0		
<b>VEHICLE USE FOR COURT SECURITY NEEDS</b>					
# Vehicles used by Staff			0		
Miles Driven by allowable personnel			0		
Authorized cost per mile:			0		
<b>Vehicle Recovery Cost: AutoField</b>			0		
<b>Court security cost: AutoField</b>			0		

\* Benefits, refer to Section III, No. 2.

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## Sec I: Allowable Cost Narratives:

Note

### **SECURITY PERSONNEL:**

#### ***Supervision Personnel***

Captain  
Lieutenant  
Sergeant  
Other Titles

#### ***Line Personnel***

Deputies / Court Security Officers et al. Inside the courtroom  
Deputies et al. / Perimeter Security / Escort  
Weapons Screening Personnel  
Contracted Security Services  
Court Required Training

### **PROFESSIONAL SUPPORT STAFF FOR COURT SECURITY OPERATIONS**

Payroll Processing Staff  
Human Resources Staff  
Information Systems Staff  
Accounting Staff  
Budget Staff  
Court-mandated special project support

### **SECURITY Services and Supplies & EQUIPMENT**

#### **Purchase and Replacement of Safety Equipment:**

Ammunition  
Baton  
Bulletproof Vest  
Handcuffs  
Holster  
Leather Gear  
Chemical Spray & Holder  
Radio  
Radio Charger/Holder  
Uniforms  
One Primary Duty Sidearm  
Purchase & Maintenance for Security Screening Equipment

### **VEHICLE USE FOR COURT SECURITY NEEDS**

# Vehicles used by Staff  
Miles Driven by allowable personnel  
Authorized cost per mile:

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Sec I: Allowable Cost Narratives:	
Note	
<b>PERSONNEL - DIRECT SECURITY</b>	
1	Court security personnel approved in the budget or provided at special request of the court.
2	Salary, wages and benefits (including overtime) of sheriff, marshal, constable employees including, but not limited to, bailiffs, holding cell deputies, and weapons screening personnel.
3	SUPERVISORY LEVELS: Salary, wages, and benefits, of sheriff, marshal, and constable employees, up to and including the level of Captain, whose supervisory duties require 25% or more of their time on court security functions. Costs shall be based on the percentage of actual time spent in the supervision of court security staff. The cost of any supervisor working less than 25% in the court is not an allowable expense.
4	Security Personnel who: a) patrol hallways and other areas within court facilities, b) supervise prisoners in holding cells within court facilities, c) escort prisoners to and from courtrooms within the court facility, d) unique court operational and staffing issues (ie. control rooms). Service levels for these functions are to be negotiated between the court and service provider. Court issues above existing resources fall under the review of the State budgeting process.
5	Negotiated Salary Increases (NSI's) shall be included as well as projected NSI's for periods beyond the expiration of a signed personnel labor contract. For projected NSI's, billing at actual rates automatically returns to the State any NSI that ultimately is not enacted.
6	Contractual security services - non Government (e.g. private sector outsourced security).
<b>OVERTIME</b>	
7	Overtime coverage is allowable when regularly assigned court security personnel are absent for vacation, and court-required training.
8	Overtime necessary to maintain scheduled coverage and for extraordinary circumstances.



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9	Training, beyond basic training, for needs unique to the court security function and requested by the court (method of payment should be negotiated as part of a local MOU).
<b>PROFESSIONAL SUPPORT STAFF</b>	
10	Sheriff staff preparing security budgets for the courts or other human resources, financial, or administrative/clerical staff services for the security function of the courts (e.g., their service cost should be based upon the actual time dedicated to meeting requested services in the security function).
11	Salary, wages, and benefits of professional staff employees whose time is directly chargeable to court security needs and/or State budgetary requirements in support of trial court funding (this service may include, but is not limited to staff support of/for payroll processing, financial, administrative and clerical services, human resources, court-mandated information systems, court invoicing and billing, budget preparation, trial-court-related ad hoc reports, surveys, studies).
<b>SECURITY Services &amp; Supplies and EQUIPMENT</b>	
12	Purchase of the following personnel safety equipment: Ammunition, Baton, Bulletproof Vest, Handcuffs, Holster, Leather Gear, Chemical Spray & Holder, Radio, Radio Charger/Holder, Uniforms, One Primary Duty Sidearm.
13	Purchase & Maintenance of security screening equipment.
<b>VEHICLE USE FOR COURT SECURITY</b>	
14	The mileage rate utilized by the State (currently \$0.34 per mile) may be applied to the costs of allowable security personnel driving in the course of their normal duties (non-prisoner transport).

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Sec II: Non-Allowable Cost Narratives:	
Note	
1	Other sheriff or marshal employees ( <b><i>not working in the court</i></b> ).
2	County Overhead cost attributable to the operation of the sheriff/marshal offices. For example, indirect overhead (such as county CWCAP for cost recovery of county operations)
3	Departmental overhead of sheriffs and marshals that is not in the list of Sec I allowable costs.
4	Service and supplies, including data processing, not specified as allowable in Sec I.
5	Furniture
6	Basic training for new personnel to be assigned to court
7	Transportation and housing of detainees from the jail to the courthouse.
8	Vehicle costs used by court security personnel <b><i>in the transport of prisoners to court</i></b> .
9	The purchase of new vehicles to be utilized by court security personnel.
10	Vehicle maintenance ( <b><i>exceeding the allowable mileage reimbursement</i></b> .)
11	Transportation of prisoners between the jails and courts or between courts.
12	Supervisory time and costs where service for the court is less than 25% of the time on duty.
13	Costs of supervision higher than the level of Captain, regardless of the amount of time they spend on court security supervision activities.
14	Service of process in civil cases.
15	Security outside of the courtroom in multi-use facilities which results in a disproportionate allocation of cost.

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Sec II: Non-Allowable Cost Narratives:	
Note	
16	Any external security costs i.e., Security outside court facility, such as perimeter patrol and lighting.
17	Extraordinary security costs (e.g., General law enforcement activities within court facilities and protection of judges away from the court).
18	Overtime used to staff another function within the sheriff's office if an employee in that function is transferred to court security to maintain necessary coverage.
19	Construction of holding cells or remodeling to improve existing cells.
20	Maintenance of holding facility equipment (not deemed as allowable elsewhere).
21	Facilities alteration or other than normal installation in support of perimeter security equipment.
22	Video arraignment equipment, including purchase and monthly overhead costs for equipment used for video arraignments (i.e., monthly telephone costs, fax, etc.)
23	Costs of workers compensation/disability payments to disabled sheriff or marshal employees who formerly provided security, while the full costs of those positions continue to be funded by the courts.

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Sec III: Addendum Narratives:	
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Note	
1	Security equipment that the State is obligated to fund includes, but is not limited to, Security equipment used within the court facility including metal detection devices, x-ray machines, magnetometers, OCTV, alarms, panic alarms, cameras, card-key systems, special courtroom devices for highly dangerous prisoners. Normal installation only is included. State funds may not be used for facility alterations (such as adding cable raceways, new doorways, and asbestos abatement prior to installation).

2	BENEFITS: This is a list of the allowable employer-paid labor-related employee benefits.
a	County Health & Welfare (Benefit Plans)
b	County Incentive Payments (PIP)
c	Deferred Compensation Plan Costs
d	FICA / Medicare
e	General Liability Premium Cost
f	Leave Balance Payout
g	Premium Pay (such as POST pay, location pay, Bi-lingual pay, training officer pay)
h	Retirement
i	State Disability Insurance (SDI)
j	Unemployment Insurance Cost
k	Workers Comp Paid to Employee in lieu of salary
l	Workers Comp Premiums

3	Item k represents a cost to the sheriff and a benefit paid to the employee when Workers Comp Premiums (item l) do not cover 100% of all workers comp instances. If the premiums (item l) cover all risk and the sheriff is not charged by the county as a result of that coverage, item k will be zero.
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4	"Direct Security" FTE's=Full Time Equivalent personnel. HOURS=Personnel not included as FTE (example Extra Help, Hourly, Contracted).
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5	"Direct Security" HOURS (except Overtime) = Personnel that would not otherwise be included as FTE's (example Extra Help and Hourly personnel).
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## **Interim Alternatives in the Provision of Court Security Services in the Trial Courts**

The Working Group on Court Security has developed the following interim guidelines to assist trial courts and sheriffs in considering alternative means of providing effective court security services within the funding constraints in the fiscal year (FY) 2004–2005 Judicial Branch budget. These interim guidelines were developed based on the following principles:

- Court security is an essential component of court services.
- The sheriff and the court should mutually agree on reasonable security levels at each court facility.
- The court should retain control over the court security budget.
- An effective court security system should emphasize officer safety.
- The sheriff should have sufficient discretion and flexibility in providing security services.

The following pages contain acceptable practices currently being used in the provision of security services in California trial courts. Practices are listed according to the following functional areas:

- Perimeter Security
- Inmate Transportation to Court
- Overtime Management
- Judicial Activities
- Courtroom Security Staff Management
- Cost Sharing
- Administration

For each practice listed, the working group has also identified implementation issues that may need to be considered before it can be implemented.

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## Perimeter Security

Perimeter security generally includes securing building entrances by screening for weapons and providing security for non-courtroom areas of the facility. Currently, there are over 450 courthouse facilities in California. The number of courthouse facilities in each of the 58 counties ranges from one building in the smallest counties, to approximately 55 locations in Los Angeles County. Each facility may have one or more public entrance that may require weapons screening and monitoring. Based on factors such as the number of people using each entrance and the volume and type of cases being heard in each facility, each entrance may be monitored with an x-ray machine, a magnetometer, and one or more security staff to screen for weapons. Due to differences in the availability of resources, the level of perimeter security provided for each court varies across the state.

### Entrance Weapons Screening

Practice	Implementation Issues
Provision of weapons screening at court facility entrances by fully sworn peace officers employed by the sheriff as defined in California Penal Code section 830.1 (i.e., deputies, sergeants).	<ul style="list-style-type: none"> <li>- Higher personnel costs.</li> <li>- May not be an effective use of limited number of deputy sheriffs provided to the court.</li> <li>- Sheriff responsible for providing training.</li> <li>- Positions can be supervised and coordinated by sheriff's staff.</li> <li>- Can be used anywhere.</li> </ul>
Provision of weapons screening at court facility entrances by non-sworn public officers employed by the sheriff as defined in California Penal Code section 831.4 (i.e., technicians, security officers, rangers, etc.). These officers are not peace officers but may possess a firearm and may issue citations for infractions as authorized.	<ul style="list-style-type: none"> <li>- May require creation of new position classification.</li> <li>- Lower cost relative to using fully sworn peace officers for weapons screening.</li> <li>- Sheriff responsible for providing training.</li> <li>- Positions can be supervised and coordinated by sheriff's staff.</li> <li>- Limited ability to use in certain courtrooms.</li> </ul>
Provision of weapons screening at court facility entrances by civilians employed by the court or sheriff (i.e., court attendants).	<ul style="list-style-type: none"> <li>- May require sheriff agreement.</li> <li>- Requires coordination of court staff with sheriff's staff.</li> <li>- Court will need to train civilian employees to provide weapons screening.</li> </ul>
Provision of entrance weapons screening through a contract with a private security vendor.	<ul style="list-style-type: none"> <li>- May require sheriff agreement.</li> <li>- Requires coordination of private security staff with sheriff's staff.</li> <li>- Sheriff may be unwilling to supervise and manage service.</li> <li>- Court may be responsible for managing contract with vendor.</li> <li>- Civilians cannot make arrests at screening stations.</li> </ul>

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### Entrance Screening Bypass Policies

The Working Group on Court Security recognizes that requiring weapons screening for all persons entering a court facility provides the highest level of security for judges, staff, and the general public. However, some courts have implemented policies that exempt certain persons (i.e., judges, attorneys, staff, etc.) from having to pass through weapons screening stations. These bypass policies have been implemented to reduce costs and to prevent long wait times at entrance screening stations.

<b>Practice</b>	<b>Implementation Issues</b>
Screening for weapons of all persons entering the court facility.	<ul style="list-style-type: none"> <li>- May require extra security staff and weapons screening stations to avoid long waits during peak hours.</li> <li>- Highest level of perimeter security.</li> </ul>
Bypassing of entrance screening by judges, employees, and other designated individuals.	<ul style="list-style-type: none"> <li>- Sheriff/court may want employees to be screened for weapons.</li> <li>- Need to establish local policy/rule on who is subject to entrance screening.</li> </ul>
Bypassing of entrance screening, and use of separate, locked, entrance for judges, employees, and other designated individuals.	<ul style="list-style-type: none"> <li>- Sheriff/court may want employees to be screened for weapons.</li> <li>- Requires creation of a secured entrance (key, key card, etc.).</li> <li>- Need to establish local policy/rule on who is subject to entrance screening.</li> </ul>

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### **Inmate Transportation to Court**

Transportation of inmates is one of the primary elements of court security. In California, the sheriff transports inmates to court, supervises inmates in court holding cells, and transports inmates to the courtroom. The Working Group recommends trial courts implement practices that improve the efficiency and safety of prisoner movement and minimize transportation costs.

<b>Practice</b>	<b>Implementation Issues</b>
Utilize nonsworn staff (custody assistants, correctional officers, etc.) in lieu of deputy sheriffs in holding cells/lockups.	<ul style="list-style-type: none"> <li>- May require creation and approval of new position classification.</li> <li>- May need labor organization agreement.</li> </ul>
Schedule arraignments earlier in the day.	<ul style="list-style-type: none"> <li>- Requires reorganization of court calendars and sheriff's jail management practices.</li> <li>- Allows the sheriff to deliver inmates to multiple locations in a timely fashion and manage staff efficiently.</li> <li>- Requires coordination with other agencies (i.e., district attorney, public defender, etc.).</li> </ul>
Implement video conferencing for arraignments, conferences, etc., between the court and the jail. Many courts have outlying facilities where inmates are transported at great expense for very brief appearances.	<ul style="list-style-type: none"> <li>- Requires purchase of equipment for court and jail, and ongoing line charges.</li> <li>- Defendant has a right to appear in a courtroom and may insist on coming to court.</li> <li>- Attorneys may want to meet inmates in person and refuse to waive rights.</li> <li>- Requires agreement from other agencies (district attorney, public defender, etc.).</li> <li>- Requires cooperation from judges.</li> <li>- May require additional staff to operate equipment.</li> </ul>
Hold arraignments at the jail.	<ul style="list-style-type: none"> <li>- Jail may not have a facility to hold court sessions.</li> <li>- Attorneys may not be willing to go to the jail to meet with defendants.</li> <li>- Requires support of county and other public agencies.</li> </ul>
Utilize non-sworn sheriff's personnel (i.e., technicians) to operate control rooms, where such rooms are employed.	<ul style="list-style-type: none"> <li>- Lower cost than use of higher level staff.</li> <li>- Limited direct interaction with inmates may allow for use of lower level staff.</li> </ul>



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## Overtime Management

Overtime pay is a court security expenditure that can be reduced through the implementation of court practices that use court security staff more efficiently. The Working Group on Court Security recommends that courts perform an analysis of court security overtime costs. This will assist the court and sheriff in determining the practices that cause high overtime costs and taking appropriate action to reduce these costs.

Practice	Implementation Issues
Develop and fund a standard relief factor.	<ul style="list-style-type: none"> <li>- Requires research and data collection to determine appropriate relief factor.</li> <li>- Court and sheriff must mutually agree on relief factor.</li> </ul>
Monitor overtime use on a regular basis to determine areas of high use and to develop possible solutions.	<ul style="list-style-type: none"> <li>- Will require increased coordination between sheriff and court to identify where overtime is being used and why.</li> </ul>
Hire retired annuitants or sworn officers on a per diem basis to replace staff who are absent due to vacation or sick leave. Retired annuitants may be a good option, because they may carry a firearm and must be current on POST training, and are paid a lower level of benefits.	<ul style="list-style-type: none"> <li>- Unions may not support use of retired annuitants, because annuitants do not pay dues.</li> <li>- Possible liability issues if retired staff are involved in any incidents and need to be represented.</li> <li>- May require agreement from labor organizations.</li> </ul>
Allow security staff to work a modified schedule (i.e., 10 hours a day, 4 days a week). This practice would work well if a courtroom is dark for a regular day every week.	<ul style="list-style-type: none"> <li>- May work best in situations where a courtroom operates beyond regular court hours but is dark one day each week.</li> <li>- Requires sheriff approval and modification of personnel policies.</li> <li>- May require agreement from labor organizations.</li> </ul>
Require all court proceedings to be completed by a certain time each day. Presiding judge must approve courtroom operation beyond established hours. Reduce courthouse hours of operation.	<ul style="list-style-type: none"> <li>- Policy decision by the court and does not require sheriff approval.</li> <li>- Requires court management to educate judges on the importance of not operating courtrooms beyond regular hours.</li> <li>- The Presiding Judge or his/her designee should enforce this policy.</li> </ul>
Require bailiff reassignment to other duties if a courtroom is dark.	<ul style="list-style-type: none"> <li>- Judges may object to losing control over their bailiffs.</li> <li>- Increases the flexibility of sheriff to reassign security staff in dark courtrooms.</li> </ul>
Release bailiffs after criminal matters have been heard.	<ul style="list-style-type: none"> <li>- May require agreement from judge.</li> <li>- Reduces unnecessary overtime.</li> <li>- Court may have to provide nonsworn staff for other matters.</li> </ul>
Reduction and consolidation of night court.	<ul style="list-style-type: none"> <li>- May reduce access to services.</li> <li>- Reduces court security services required.</li> </ul>
Presiding judge meets with sheriff to develop policies and procedures for monitoring and	<ul style="list-style-type: none"> <li>- Provides court with more control of overtime costs and enables sheriff to allocate</li> </ul>

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approving regular overtime and overtime for pre-planned events (i.e. high profile trials)	resources effectively.
Sheriff imposes daily limits on the number of staff who can take vacation/comp time.	<ul style="list-style-type: none"> <li>- May require union agreement.</li> <li>- Reduces overtime costs.</li> </ul>

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### Judicial Activities

Implementing an effective court security system requires active cooperation between the sheriff, judicial officers and court staff. The Working Group on Court Security recommends the implementation of the following practices to increase judicial participation in the reduction of court security costs.

Provide regular training to judicial officers on how they can maintain a safe and effective courtroom while minimizing court security costs.	<ul style="list-style-type: none"> <li>- Training should be developed in coordination with sheriff's staff.</li> </ul>
Encourage judges to participate on their court's security committee.	<ul style="list-style-type: none"> <li>- May increase interest among judges in developing effective operational practices.</li> </ul>
Require all court proceedings that require a bailiff to be completed by a certain time each day. The presiding judge must approve courtroom operation beyond established hours. Reduce courthouse hours of operation.	<ul style="list-style-type: none"> <li>- Policy decision by the court and does not require sheriff approval.</li> <li>- Requires court management to educate judges on the importance of not operating courtrooms beyond regular hours.</li> <li>- The Presiding Judge or his/her designee should enforce this policy.</li> </ul>
Require bailiff reassignment to other duties if a courtroom is dark. Establish a regular procedure for notifying sheriff supervisors that a bailiff is not needed and can be reassigned.	<ul style="list-style-type: none"> <li>- Judges may object to losing control over their bailiffs.</li> <li>- Increases the flexibility of sheriff to reassign security staff in dark courtrooms.</li> </ul>
Release bailiffs for reassignment after criminal, juvenile delinquency, and family law matters have been heard.	<ul style="list-style-type: none"> <li>- Requires agreement and participation of judges.</li> <li>- May reduce overtime costs.</li> </ul>
Organize court calendars to adjust jury and public arrival times to reduce court crowding, particularly at the courthouse entrances, and the need for additional security.	<ul style="list-style-type: none"> <li>- Requires cooperation of multiple judges with oversight and coordination from court administration.</li> </ul>

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## Courtroom Security Staff Management

Existing law requires the county sheriff to attend all superior court sessions held in the county, although the sheriff may only be required to attend a non-criminal, non-delinquency action if the presiding judge determines that the presence of the sheriff is necessary for reasons of public safety. The Working Group on Court Security recommends effective management of courtroom security staff that improves courtroom operations and allows the sheriff to deploy limited resources where they are most needed.

<b>Practice</b>	<b>Implementation Issues</b>
Implement minor facility modifications (i.e., panic buttons, cameras, plexiglass around the jury box) to reduce the need for security staff.	<ul style="list-style-type: none"> <li>- May require approval from the county or building owner.</li> <li>- Additional one-time and ongoing maintenance costs.</li> </ul>
Employ civilian court attendants to provide security in civil courtrooms. The working group recommends the use of deputy sheriffs in criminal, juvenile delinquency, and family law courtrooms.	<ul style="list-style-type: none"> <li>- Sheriff may prefer to establish civilian positions within the Sheriff's department in order to maintain continuity and consistency in use of court attendants.</li> <li>- Court may encounter resistance from judges who do not want to lose their bailiffs and unions who object to job loss and level of security provided.</li> <li>- Court may need to create a new position classification and provide training.</li> <li>- Requires service coordination with sheriff's staff.</li> </ul>
Utilize non-sworn public officers employed by the sheriff to provide security in civil courtrooms. The working group recommends the use of deputy sheriffs in criminal, juvenile delinquency, and family law courtrooms.	<ul style="list-style-type: none"> <li>- May require the creation of a new position classification.</li> <li>- May require consolidating court calendars (i.e., create calendars that hear only civil and small claims).</li> <li>- May require union agreement.</li> </ul>
Allow security staff to take unpaid leave if a courtroom goes dark and they cannot be used in another court assignment.	<ul style="list-style-type: none"> <li>- May require agreement from the union.</li> <li>- Courts have successfully implemented the practice with court employees on a voluntary basis.</li> </ul>
Do not provide permanent full-time security services in every civil courtroom.	<ul style="list-style-type: none"> <li>- May require agreement from the sheriff and judges.</li> </ul>

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## Cost Sharing

In some counties, the court absorbs all security costs related to all activities that take place in the courthouse. The Working Group on Court Security recommends implementing policies to assign costs to the appropriate entity within the courthouse, in order to create a more equitable distribution of court security costs.

<b>Practice</b>	<b>Implementation Issues</b>
Prorate perimeter security costs based on each building occupant's respective square footage or number of staff.	<ul style="list-style-type: none"> <li>- County may not be willing to share cost because they would not otherwise provide entrance screening in the absence of the court. However, the court might require fewer entrance screening staff if county employees and clients were not in the building.</li> <li>- Court may have a better case for sharing perimeter security costs as facilities begin to transfer to the state.</li> </ul>
Require reimbursement from outside agencies for use of courtrooms outside of regular court operating hours.	<ul style="list-style-type: none"> <li>- May require county agreement.</li> </ul>

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## Administration

Establishing clear administrative practices related to the provision and management of court security services is an important component in an effective working relationship between the court and the sheriff. When the court and the sheriff can mutually agree upon the level and cost of services to be provided and can agree on a procedure for resolving disputes, it creates an environment which is more conducive to the adoption of better operational practices.

<b>Practice</b>	<b>Implementation Issues</b>
Develop a written contract or memorandum of understanding (MOU) between the court and the sheriff that clearly states the cost and scope of services to be provided. A clearly written contract will prevent many disputes over billing and cost increases that may otherwise arise.	<ul style="list-style-type: none"> <li>- Court/sheriff may not have the expertise to develop a comprehensive MOU.</li> <li>- Courts may need samples of other court/sheriff MOUs.</li> <li>- May require development of a standard MOU template.</li> <li>- Disputes over billing and cost increases may arise if terms of contract are not in writing.</li> </ul>
Adopt a fixed price contract. The sheriff continues to submit invoices and maintain accurate billing documentation. The court is responsible for reviewing invoices for accuracy. Savings can be retained by the sheriff or applied to future one-time costs.	<ul style="list-style-type: none"> <li>- Court does not need to provide significant administrative resources to contract oversight and can more accurately budget for security expenditures.</li> <li>- Sheriff has a fiscal incentive to manage security staff to keep costs within agreed upon limits.</li> <li>- May result in significant over/under payment for services that could negatively impact the court and the sheriff.</li> </ul>
Pay for services based on actual costs (i.e., hourly cost, etc.) and the sheriff is required to submit detail to support invoices. Court is responsible for reviewing invoices for accuracy.	<ul style="list-style-type: none"> <li>- Court needs to verify invoices and ensure that reported services were delivered.</li> <li>- Requires staff in the sheriff and court administration to produce and review invoices.</li> </ul>
Establish a joint court security committee consisting of the Presiding Judge, the Court Executive Officer, and the Sheriff to regularly review court security operations.	<ul style="list-style-type: none"> <li>- Creates a mechanism for regular communication between the court and the sheriff.</li> <li>- Enables court and sheriff to address problems before they become too disruptive.</li> </ul>
Develop a court security plan that outlines the responsibilities of the sheriff, court, and other entities on a daily basis and in the event of emergencies.	<ul style="list-style-type: none"> <li>- Formalizes the responsibilities of the sheriff and the court.</li> <li>- Acts as a reference document that preserves and transfers institutional knowledge.</li> </ul>
Establish procedures for the provision of regular management reports between the court and the sheriff on planned absences of judicial officers and bailiffs.	<ul style="list-style-type: none"> <li>- Enables the court and sheriff to effectively manage court security resources.</li> </ul>